

## **Sherwood Community Center & Railroad Parking Lot Upgrade**

Type IV - PUD Final Development Plan, Site Plan Review,

Type A Variance and Conditional Use

Land Use Application

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**Site Location:** 22832 SW Washington Street

**Tax Lot(s):** Tax Map 2S132BD Tax Lot 900

**Site Size:** Railroad Parking Lot: 14,944 square feet  
Community Center / West Phase: 43,787 square feet

**Zoning:** Retail Commercial (RC)

**Summary of Request:** Land use approval to remodel the existing 13,050 square foot machine shop building into the Sherwood Community Center. The Community Center will include a multi-purpose auditorium for seating of up to approximately 400, a prep kitchen, dressing rooms, lobby and bathrooms. Approximately 3,678 square feet or 28% of the Sherwood Community Center building is proposed as commercial space to be leased to private tenants. The parking lot identified in the West Phase of the Cannery Square PUD is proposed to be constructed with the Community Center (the West Phase building is not proposed to be constructed at this time).

Also proposed is the upgrading of the gravel Railroad Parking Lot located between Main and Washington Streets. The Railroad Parking lot will be paved and striped including landscaping and lighting.

**Report Date:** January 2012 (First Submittal)



## TABLE OF CONTENTS

<b>I.</b>	<b>DESCRIPTION OF PROPOSAL</b>	<b>4</b>
<b>II.</b>	<b>SUBMITTAL REQUIREMENTS</b>	<b>6</b>
<b>III.</b>	<b>RESPONSE TO APPLICABLE APPROVAL CRITERIA</b>	<b>9</b>
	<i>Chapter 16.40 – Planned Unit Development (PUD)</i>	9
	<i>Chapter 16.82 – Conditional Uses</i>	12
	<i>Chapter 16.84 – Variances</i>	15
	<i>Chapter 16.90 – Site Planning</i>	19
<b>IV.</b>	<b>RESPONSE TO APPLICABLE CODE STANDARDS</b>	<b>22</b>
	<i>Chapter 16.12– Residential Land Use Districts</i>	22
	<i>Chapter 16.28 – Retail Commercial (RC)</i>	22
	<i>Chapter 16.92 – Landscaping</i>	22
	<i>Chapter 16.94 – Off-Street Parking and Loading</i>	25
	<i>Chapter 16.98 – On-Site Storage</i>	32
	<i>Chapter 16.142 – Parks and Open Spaces</i>	32
	<i>Chapter 16.146 – Noise</i>	32
	<i>Chapter 16.148 – Vibrations</i>	33
	<i>Chapter 16.150 – Air Quality</i>	33
	<i>Chapter 16.152 – Odors</i>	33
	<i>Chapter 16.154 – Heat and Glare</i>	33
	<i>Chapter 16.156 – Energy Conservation</i>	33
	<i>Chapter 16.162 – Old Town (OT) Overlay District</i>	34
<b>V.</b>	<b>CONCLUSION</b>	<b>38</b>

## ATTACHMENTS

- |  |  |
|--|--|
| 1. Preapplication Notes 9-20-11  | 7. Parking Exhibit                           |
| 2. Neighborhood Meeting Materials  | 8. Title Information                         |
| 3. Tax Map   | 9. Geotechnical Memorandum 2008              |
| 4. CWS approved prescreening forms   | 10. Railroad Parking Lot Legal Description   |
| 5. Tree inventory letter prepared by Lango Hansen Landscape Architects dated July 31, 2009   | 11. Preliminary Stormwater Report            |
| 6. Updated tree inventory letter prepared by Lango Hansen Landscape Architects dated 11-2-11 | 12. Cannery Square Subdivision Recorded Plat |
|  | 13. Rendered Elevation                       |
|  | 14. 11X17 Plan Set                           |



## **I. DESCRIPTION OF PROPOSAL**

### **Background**

Cannery Square Planned Unit Development (PUD) received preliminary development plan approval from the Sherwood City Council on March 2, 2010 (Ordinance 2010-0004, PUD 09-01). The PUD includes 7 phases, significant public improvements and subdivision of the property into 10 developable lots and a public plaza tract. The approval was the culmination of many years of planning for the development and redevelopment of the Old Cannery Area. For many years this area was rundown or vacant following the closure of a fruit cannery in 1971.

To date, all of the road improvements have been constructed and the public plaza is under construction and nearing completion. The plaza was indicated as one of the 7 phases of the PUD and was the first phase to receive Final Development Plan approval, approved by the Planning Commission in September of 2010. Section 16.40.030 requires each phase of the PUD to receive a detailed Final Development Plan approval. The proposed Sherwood Community Center Phase (formally known as the Machine Works Phase) will be the second phase to be completed within the PUD. The Railroad Parking Lot upgrade is outside the boundary of the Cannery Square PUD, but is associated as it will provide additional parking for the Community Center.

### **Proposal**

The City of Sherwood Urban Renewal Agency proposes to remodel the existing machine shop building located between Pine and Washington Street south of the railroad tracks in Old Town Sherwood. The building is addressed as 22832 SW Washington Street, but also abuts Pine Street and Columbia Street. With this proposal the building facade will be ungraded and the effective front of the building will face Pine Street as well as a main entrance to the Community Center facing a large walkway or paseo along the northern wall of the building. Pine Street was recently reconstructed to be consistent with the downtown streetscape design that includes a woonerf reverse crown street section. The parking lot located within the West Phase of the PUD is proposed to be constructed with this proposal but the West Phase building is not proposed for construction at this time.

Commercial tenant space within the converted building is proposed to face Pine Street with tenant space occupying approximately 3,678 square feet of the 13,050 square foot structure. The western approximate 2/3rds of the building will become the Sherwood Community Center. The main entrance to the Community Center will be from the north and will face a large “paseo”, a pedestrian walkway connection between Pine and Washington Streets. The main auditorium will provide seating for approximately 400 and will have a retractable bleacher system to allow it to be used as a multipurpose room. The Community Center will have a box office, prep kitchen, dressing rooms and large capacity bathrooms to accommodate full-house events.

In conjunction with the Community Center and West Phase parking lot, the applicant proposes to upgrade and pave the existing gravel Railroad Parking Lot. The Railroad Parking Lot is west of the Community Center and is bounded by the railroad tracks, Main Street and Washington Street and is currently gravel and used as unimproved public parking.

### **Approval Request**

The applicant requests approval of the following land use permits:



- PUD Final Development Plan – Community Center renovation and West Phase parking lot.
- Conditional Use Permits – The Sherwood Community Center is a conditional use in the Retail Commercial (RC) zone. The Railroad Parking Lot is a conditional use in the Medium Density Residential High (MDRH) zone as it is a public parking lot associated with the Community Center.
- Site Plan Review – The requested Final Development Plan for the Sherwood Community Center and West Phase parking lot require an associated site plan review application. The Railroad Parking Lot requires a site plan review application as well.
- Variance – Due to dimensional constraints of the Railroad Parking Lot the following variances are requested (see Section III of this report for the detailed request). Since two of the three proposed variances will require a reduction of more than 20%, a Class A Variance is requested for the proposal.

1. 10-foot Parking Lot Landscape Buffer to Street Right-of-Way

Section 16.92.030(B)(2)(a) requires a 10-foot landscaping buffer between off-street parking areas and street right-of-way. The applicant proposes a 7-foot landscaping area in the Railroad Parking lot adjacent to Washington Street.

2. 10-foot Parking Lot Landscape Buffer to Neighboring Property

Section 16.92.030(B)(3) requires a 10-foot landscaping buffer between off-street parking areas and adjacent property. The applicant proposes a 2.5-foot landscaping area and triangular tree wells that extend into the parking area.

It is unclear in the code if a buffer is required between the parking lot use and the railroad. If the City determines that a variance is required, the applicant requests that the City approve the project without a 1.8-foot wide landscaping buffer as there is limited room to install it given the Union Pacific Railroad requirement to have 30 feet of separation from the centerline of the railroad tracks and the parking lot.

3. Reduction to 9-foot by 20-foot Parking Space Dimension

Section 16.94.020.B.1 requires all standard-size parking stalls to be 9 feet wide by 20 feet deep. For the Railroad Parking Lot the applicant requests 8-foot 11-inch wide by 17-foot deep stalls. The drive aisle will remain the standard 23-foot width. (The 9-foot by 20-foot stall dimension and 23-foot drive aisle width is specified in Appendix G – Section 16.102.080 of the SZCDC).

All of the above land use approval requests that are associated with the proposal will be decided by the Sherwood Planning Commission as one Type IV land use action and public hearing.



## II. SUBMITTAL REQUIREMENTS

**Response:** The Conditional Use Permit and Site Plan Review Application forms dated October 2010 states that the following is required for a complete application:

1. Fees

**Response:** Paid by the Urban Renewal Agency through an interdepartment funds transfer.

2. Application Form

**Response:** Submitted with this application signed by the Sherwood Urban Renewal Agency. The railroad signature is forthcoming as the Urban Renewal Agency. A property owner signature from the railroad is forthcoming.

3. Document of Neighborhood Meeting

**Response:** A neighborhood meeting was held on Wednesday October 19, 2011 at 5:30 PM at Sherwood City Hall. Since the neighborhood meeting is a City Urban Renewal Agency project, the meeting was noticed the same as a land use application including 1,000-foot radius mailing, posting and placement in the newspaper. Only two citizens attended the meeting. Concerns were raised regarding available parking and the orientation of the entrance to the Community Center that does not face Pine Street but instead faces a paseo or pedestrian walkway.

4. Tax Map

**Response:** A tax map is attached (Attachment 3).

5. Mailing Labels

**Response:** Mailing labels have been submitted with this application.

6. Vicinity Map

**Response:** Included with the plan set submitted with this application.

7. Narrative

**Response:** This report is the applicant's narrative.

8. Electronic Copy

**Response:** A CD with electronic Word and PDF copies is submitted with this application.

9. Required Plans

**Response:** Contained within the Plan Set submitted with this application.

10. Reduced – Proposed Development Plans

**Response:** Submitted with this application.



11. Lighting Plan

**Response:** Contained within the Plan Set submitted with this application.

12. Surrounding Land Uses

**Response:** Contained within the Plan Set submitted with this application.

13. Architectural Exterior

**Response:** Contained within the Plan Set submitted with this application.

14. Title Report

**Response:** Attached to this narrative report (Attachment 8).

15. CWS Service Provider Letter

**Response:** Attached to this narrative report (Attachment 4).

16. Trip Analysis

**Response:** A traffic impact study was prepared for the Sherwood Cannery Site PUD prepared by DKS Associates dated January 2009. The study covered the Sherwood Community Center, no additional study is required for completion of this phase of development.

17. Army Corps and DSL wetland applications and permits

**Response:** Does not apply.

18. Traffic Study

**Response:** As stated above a traffic impact study was completed for the PUD in 2009. No further work is needed.

19. Solis Analysis and/or Geotechnical Report

**Response:** GeoDesign completed a review for the PUD in 2008 (Attachment 9).

20. Tree Report

**Response:** Lango Hansen Landscape Architects completed a tree report for the PUD dated July 31, 2009 (Attachment 5). The tree report remains valid for the Sherwood Community Center and West Phase parking proposal. An updated tree report was prepared for the Railroad parking lot and is attached (Attachment 6).

21. Natural Resource Assessment

**Response:** Does not apply. A natural resource assessment was prepared for the Sherwood Cannery PUD. The proposal does not involve any sensitive areas that are located east of Pine



Street. Further pre-screening forms have been approved as the Service Provider Letter for this proposal and therefore a natural resource assessment is not required.

22. Wetland Delineation Study

**Response:** Does not apply. A wetland delineation study was prepared in association with the natural resource assessment as stated above but does not involve this proposal.

23. Other Special Studies and/or Reports

**Response:** Nothing additional was identified.

24. Verification of compliance with other agency standards

**Response:** None have been identified.





### III. RESPONSE TO APPLICABLE APPROVAL CRITERIA

#### Chapter 16.40 – Planned Unit Development (PUD)

##### 16.40.030 – Final Development Plan

###### *A. Generally*

*Upon approval of the PUD overlay zoning district and preliminary development plan by the Council, the applicant shall prepare a detailed Final Development Plan as per this Chapter, for review and approval of the Commission. The Final Development Plan shall comply with all conditions of approval as per Section 16.40.020. In addition, the applicant shall prepare and submit a detailed site plan for any non-single-family structure or use not addressed under Section 16.40.020(B)(6), for review and approval, pursuant to the provisions of Chapter 16.90. The site plan shall be processed concurrently with the Final Development Plan.*

**Response:** The proposal is a detailed Final Development Plan for the Sherwood Community Center Phase (formerly known as the Machine Works Phase) and construction of the parking lot within the West Phase of the Sherwood Cannery PUD (Ordinance 2010-0004, PUD 09-01, approved in March 2010). A request for Site Plan Review and Conditional Use approval has been submitted concurrently with this Final Development Plan approval request. The conditions of the preliminary PUD applicable to this proposal are listed under “E. General and Specific PUD Detailed Final Development Plan requirements” of the March 2010 notice of decision and City Council Ordinance. A response to these conditions of approval is provided below:

**Condition E.1** - *A Detailed Final Development Plan shall be submitted for review and approval within 1 year of the preliminary PUD approval.*

**Response:** This condition was met with approval of the Plaza Phase, approved, permitted and currently nearing completion (SP 10-02/CUP 10-01).

**Condition E.2** - *The Detailed Final Development Plan may be submitted for one or more phases, but shall include a detailed phasing, including timing, plan for remaining phases.*

**Response:** The detailed phasing and timing plan was submitted with the initial final development plan, Plaza Phase (SP 10-02/CUP 10-01) approved on September 29, 2010.

**Condition E.3** - *Prior to occupancy of any phase in the PUD, on-site public improvements must be complete as determined by the City Engineer.*

**Response:** Public improvements are substantially complete and anticipated to be fully complete by January 2012.

**Condition E.4** - *Prior to occupancy of the west building, south building, east building or the east or west residential building, the Plaza shall be complete.*

**Response:** This does not apply to this phase. Further, construction of the plaza is anticipated to be complete by February 2012.

**Condition E.5** - *Deleted*



**Condition E.6** - *Prior to approval of occupancy for any phase utilizing on-site private storm water treatment systems, the applicant shall sign an access and maintenance agreement for any private storm water treatment systems installed as part of this development.*

**Response:** This project does not include on-site private stormwater treatment systems; therefore this condition does not apply to this proposal.

**Condition E.7** - *All phases shall provide 65% of the required parking with no more than 50% of that parking being "modified" compact parking spaces (9 feet wide by 18 feet long).*

**Response:** Minimum parking is met for this proposal (see parking exhibit Attachment 7 and Section IV of this report for further details). Spaces within the West Phase lot are 18 feet deep consistent with the Preliminary Development Plan approval. This condition does not apply to the Railroad Parking Lot since it is not a part of the PUD.

**Condition E.8** - *Each phase shall comply with the site plan standards including but not limited to Community Design standards except as specifically modified in this decision.*

**Response:** Compliance with the site plan standards is addressed in Section IV of this report.

**Condition E.9** - *Trash enclosures must be placed consistent with Pride Disposal Requirements.*

**Response:** Both the West Phase parking lot and West Phase Parking Lot alternative drive-thru design, have a trash enclosure at the north corner of the property that will meet Pride Disposal requirements (see attached Plan Set).

**Condition E.10** - *No outdoor storage is permitted.*

**Response:** Outdoor storage is not proposed nor anticipated.

**Condition E.11** - *Any outdoor sales and merchandise display must be approved as part of a CUP per 16.98.040.*

**Response:** Permanent outdoor sales and merchandise display is not proposed. However, Pine Street is designed to be closed for events. At such time temporary vendors might use the street and part of the Community Center and West Phase area for outdoor display. Further, during the summer months the sidewalk and paseo may be used for outdoor seating.

**Condition E.12** - *Any detailed final development plan approval for any structure in Phase I (West Building, South Building, East Building, West Residential Building, or East Residential Building) shall be coordinated and approved by the City Engineer to ensure that the traffic mitigation measures are assigned appropriately for each building phase. The traffic mitigation measures for all structures in Phase I are:*



- a. *Construct improvements to improve the operations of Pine Street/1st Street to meet City performance standards and mitigate queuing impacts at the Pine Street railroad crossing. This shall be accomplished by implementing a modified circulation for the downtown streets that includes:*
  - i. *Install a diverter for south-westbound on 1st Street at Ash Street or Oak Street to require vehicles travelling towards Pine Street to divert to 2nd Street.*
  - ii. *Remove one side of on-street parking Ash Street-2nd Street or Oak Street-2nd Street to provide two 12-foot travel lanes from the diverter to Pine Street. Convert to one-way traffic flow approaching Pine Street for this segment.*
  - iii. *Install an all-way stop at Pine Street/2nd Street. Stripe the southwestbound approach of 2nd Street to have a left turn lane and a shared through/right-turn lane.*
  - iv. *Install traffic calming measures on 2nd Street southwest of Pine Street to manage the impact of the added traffic.*
- b. *Restrict landscaping, monuments, or other obstructions within sight distance triangles at the access points to maintain adequate sight distances.*
- c. *Provide an enhanced at-grade pedestrian crossing of Pine Street to facilitate multi-modal circulation through the project site (e.g., signing, striping, lighting, a raised crossing, or pavement texturing).*
- d. *Construct Columbia Street northeast of Pine Street to City Standards as modified and approved by the City Engineer and install a sign indicating that this roadway will be a through street in the future (connecting to Foundry Avenue).*
- e. *Because of the alignment configuration of Columbia Street southwest of Pine, the street shall be configured and signed as a one way street.*
- f. *Restrict parking on the southeast side of Columbia Street at a minimum within 50 feet of Pine Street (northeast of Pine Street).*

**Response:** The condition does not apply to the Community Center, formerly known as the Machine Works Phase.

**Conditions E.13 to E.19**

**Response:** These conditions do not apply to this phase of development.

**Condition E.20** - *Prior to final PUD approval, submit a revised Architectural Pattern Book that:*

- a. *Clarifies that while the requirements do not specifically apply to multi-family residential the elements in the architectural pattern book are to be applied.*
- b. *Specifies what metal panels may and shall not look like.*

**Response:** The final development plan submitted for the plaza (SP 10-02/CUP 10-01) was the first final development plan submitted for the Cannery Square PUD. An updated pattern book dated June 22, 2010 was submitted for review and was approved with the plaza application.



*B. Final Subdivision Plat*

*If the PUD involves the subdivision of land, a final plat shall be prepared and submitted for final approval, pursuant to Chapter 16.124.*

**Response:** The Cannery Square PUD involves a 10-lot subdivision including new right-of-way. The final plat has recorded on December 16, 2011. A copy of the recorded plat is attached (see Attachment 12).

## **Chapter 16.82 – Conditional Uses**

### **16.82.020(C) – Use Criteria**

*No conditional use shall be granted unless each of the following is found:*

- 1. All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities, and services, storm drains, electrical distribution, park and open space and public safety are adequate; or that the construction of improvements needed to provide adequate services and facilities is guaranteed by binding agreement between the applicant and the City.*

**Response:** The Community Center is connected to public utilities. The Railroad Parking Lot will connect to the existing stormwater system constructed west of the Community Center building. No deficiencies in services or facilities have been identified and the supporting plans and documents submitted with this application demonstrate compliance with this criterion.

- 2. Proposed use conforms to other standards of the applicable zone and is compatible with abutting land uses in regard to noise generation and public safety.*

**Response:** The proposed Railroad Parking Lot upgrade cannot meet some of the dimensional standards of the zoning district due to existing constraints. A Class A variance is requested to reduce the width of the required landscaping planters and the parking space depth and width. The proposal conforms with all other zoning standards as stated in Section IV of this report.

The proposal to upgrade the existing gravel parking lot to a paved parking area will reduce noise and increase public safety. The new paved surface will reduce noise as cars will park and maneuver on a hard surface instead of loose gravel. Paving will increase safety as it will eliminate gravel from being tracked onto paved public streets and sidewalks, and will provide improved traction for entering the public street from the parking area. New lighting will add to night security while shielding will prevent trespass lighting from disturbing neighboring residences. The paving will provide for a clean and orderly arrangement of parking that will improve the site's appearance and provide a transitional use between the railroad tracks to the north and the residences to the south. Improved screening is proposed along the south property line to buffer the parking field from the residential area and eliminate headlight trespass.

The Sherwood Community Center is proposed to be located within the renovated industrial machine shop building within the Cannery Square PUD (formerly known as the Machine Works building). The property is zoned Retail Commercial and is within Sherwood's Old Town Overlay District. The Robin Hood Theater that was located on the corner of 1<sup>st</sup> and Pine held live theater events for many years but was deemed unsafe and demolished approximately 10 years ago. The City has been looking for a new location to hold performing arts and to develop a cultural



arts and community center. Comprehensive Plan Chapter 4, Community Design Policy 1 states that the City should, “develop a civic/cultural center and plaza park as a community focus.” The proposal meets this strategy by locating the Community Center across the street from the public plaza currently under construction. The close proximity between the plaza, the Sherwood City Hall and Library (Civic Building) and the proposed Community Center will establish a central civic/cultural hub for Sherwood and further places focus on Old Town as the civic/cultural center for Sherwood as envisioned by City policy.

3. *The granting of the proposal will provide for a facility or use that meets the overall needs of the community and achievement of the goals and/or policies of the Comprehensive Plan, the adopted City of Sherwood Transportation System Plan and this Code.*

**Response:** As stated above, the establishment of the Sherwood Community Center will anchor this use with the public plaza and Sherwood Civic Building thereby providing a centralized civic and cultural center within Sherwood’s Old Town. This furthers the objectives of the Comprehensive Plan including redevelopment of the Cannery Area and upgrading existing public parking areas. As stated in Chapter 4 of the Comprehensive Plan under G. “Summary of Economic Analysis”, “The City should continue to invest in the downtown area by redeveloping the Cannery site, enhancing public parking, and enhancing amenities (such as parks and wireless internet access).”

4. *Surrounding property will not be adversely affected by the use, or that the adverse effects of the use on the surrounding uses, the neighborhood, or the City as a whole are sufficiently mitigated by the conditions proposed.*

**Response:** The Railroad Parking Lot upgrade will have a net beneficial impact on surrounding uses. The changing of the surface from gravel to pavement will reduce noise from vehicles maneuvering in and out of the parking lot. Upgraded screening along the south property line will buffer the parking field from the residential area and prevent headlights from shining onto neighboring residential properties. Upgraded parking lot lighting will improve security and will be shielded to eliminate glare and trespass lighting. The new stormwater system will ensure that drainage is adequately addressed and runoff is treated benefiting the environment.

The location of the Community Center likewise will have a beneficial impact on the community. As stated previously, the location of the Community Center near the plaza and Civic Building is consistent with the City’s Comprehensive Plan and vision. The Community Center will have positive economic impacts by bringing people to Old Town who will also spend money at Old Town businesses. The conversion of an existing industrial building into an updated retail and community center and creation of a large paseo will add to the aesthetics of the area and meet with the City’s desire for a pedestrian-oriented development in Old Town.

Potential adverse impacts anticipated would likely come from increased noise of people congregating, traffic and parking. The site’s location and its design mitigate for any potential for these adverse impacts. First, the site will be accessed by surrounding commercial streets including Pine Street, a collector street. Traffic will not be routed through residential areas or local residential streets. Building entrances will be located off of Pine Street and the north side of the building and face commercial areas and the railroad tracks. A large paseo or walkway is proposed along the north side of the building that will act as an outdoor waiting area for those purchasing tickets and waiting to enter the Community Center for an event. Any noise generated



by people waiting will be projected north toward the railroad tracks and not toward the residential area to the south and west.

5. *The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.*

**Response:** The site is adequate to accommodate the proposed use as demonstrated by this application narrative and attachments. The site is square, mostly flat land free of topographic challenges or sensitive areas.

6. *The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.*

**Response:** The applicant has obtained a Service Provider Letter (signed prescreening form) from Clean Water Services for both the railroad property (pending) and the Community Center property owned by the Sherwood Urban Renewal Agency. No significant habitat exists within the limits of the project as stated previously.

7. *For a proposed conditional use permit in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.*

**Response:** Does not apply. Property is in the Old Town Overlay Zone.

8. *For wireless communication facilities [...]*

**Response:** Does not apply.

9. *The following criteria apply to transportation facilities and improvements subject to Conditional use approval (in addition to criteria 1—7) per 16.66. These are improvements and facilities that are (1) not designated in the adopted City of Sherwood Transportation System Plan (TSP), and are (2) not designed and constructed as part of an approved subdivision or partition subject to site plan review.*
  - a. *The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.*

**Response:** Paving and marking the parking areas will improve safety by clearly defining the driving and parking area and improving vehicle traction.

- b. *The project includes provisions for bicycle and pedestrian access and circulation consistent with the Comprehensive Plan, the requirements of this Code, and the TSP.*

**Response:** Surrounding roads and sidewalks have recently been constructed and reconstructed consistent with the transportation system plan (TSP).

- c. *Proposal inconsistent with TSP: If the City determines that the proposed use or activity or its design is inconsistent with the TSP, then the applicant shall apply for and obtain a plan and/or zoning amendment prior to or in conjunction with conditional use permit approval.*

**Response:** The proposal is consistent with the TSP.





- d. *State transportation system facility or improvement projects: The Oregon Department of Transportation (ODOT) shall provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Section 1—7 and 9.a—9.d. Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.*

**Response:** Does not apply.

## **Chapter 16.84 – Variances**

### **Chapter 16.84.030(C) – Class A Variances**

#### *1. Generally*

- a. *The Class A variance procedure may be used to modify a standard for three (3) or fewer lots, including lots yet to be created through a partition process.*

**Response:** The proposal does not involve more than 3 lots. The property is part of the railroad right-of-way currently owned by the Union Pacific Railroad.

- b. *An applicant who proposes to vary a standard for lots yet to be created through a subdivision process may not utilize the Class A variance procedure. Approval of a Planned Unit Development shall be required to vary a standard for lots yet to be created through a subdivision process, where a specific code section does not otherwise permit exceptions.*

**Response:** The proposal does not involve division of property. The boundary of the property is part of the railroad right-of-way and dates back to the completion of the railroad between Portland and Dundee that opened in 1887. The site once contained the Sherwood Train Depot constructed in 1895 and demolished in 1978.

- c. *A Class A Variance shall not be approved that would vary the "permitted, conditional or prohibited uses" of a land use district.*

**Response:** The proposal is to reduce the minimum depth of the parking stalls from 20 feet to 17 feet and width from 9 feet to 8 feet 11 inches (16.94.020.B); reduce the required parking lot landscaping buffer from 10 feet to 2.5 feet (16.92.030) along the southern boundary; and reduce the buffer along Washington street from 10 feet to 7 feet (16.92.030.B.2.a). It is unclear in the code if a buffer is required between the parking lot use and the railroad. If the City determines that a variance is required, the applicant requests that the City approve the project with the proposed 1.8-foot landscaping buffer through this variance request. There is no room to install a 10-foot buffer given that a 30-foot separation from the centerline of the railroad tracks and the parking lot is required.

#### *2. Approval Process:*

- a. *Class A Variances shall be processed using a Type IV procedure, as governed by Chapter 16.84, using the approval criteria in subsection 3, below.*
- b. *In addition to the application requirements contained in Chapter 16.72.010, the applicant shall provide a written narrative describing the reason for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 3.*



**Response:** The variance is needed given the dimensional constraints of the property. A land survey was conducted in October of 2011 and indicates that between the fence line separating the railroad tracks and the southern property line there is between 61 and 62 feet. In order to allow for two rows of 90 degree 20-foot deep parking, 10-feet of landscaping buffer and a 23-foot drive aisle, a total of 73 feet is needed. To fit two rows of parking, the applicant proposes 17-foot deep parking and a 2.5-foot wide landscaping buffer along the southern property line a 1.8-foot buffer along the railroad tracks. Minimum parking stall requirements cannot be achieved without the amount of parking proposed within the Railroad Parking Lot.

The following options were studied:

Option 1 - One-way drive aisle with angled parking – Appendix G of the development code indicates that angled parking can be 30, 45 or 60 degree. Depth of stalls and aisle width for angled parking is as follows:

- 30 degree - 18.2-foot stall depth and 12.5 drive aisle width
- 45 degree – 20.9-foot stall depth and 12.5 drive aisle width
- 60 degree – 18-foot stall depth and 22.1 drive aisle width

Total width needed for two rows of parking, drive aisle and 10 feet of landscaping buffer on the south property line is between 60 and 68 feet depending on parking angle. Only the 30 degree parking with one-way drive aisle would work within the dimensional constraints without a variance. The end result is not desirable as it would only allow vehicles to circulate in one direction. In order to drive through the parking lot a second time, cars would have to reenter the public street and drive back to the entrance requiring a long drive. If the one-way entrance was located on Washington Street this would require a 1,400 foot drive back around via Railroad, Pine and Columbia Streets. If the one-way was located off of Main Street this would require drivers to go 1,800 feet to drive back to Main Street to reenter the parking lot. This would make circulation confusing for drivers as they would not be able to enter at one end as stated above which would require them to drive around in a long circuitous route to the entrance. Those unfamiliar with the area would have difficulty finding the entrance.

Option 2 - One row of parking with parallel spaces – This option would have one row of 90 degree 20-foot deep spaces and one bank of parallel spaces the opposite side of the lot. This option is not preferable as it would reduce the parking count by approximately 12 spaces which would not achieve the required minimum amount of spaces per City code.

The proposed was selected as the preferred option since it maximizes the available space and maintains two-way traffic flow. Maximizing parking at this location is desirable and consistent with City policy. Chapter 4 of the Comprehensive Plan under G. “Summary of Economic Analysis”, “The City should continue to invest in the downtown area by redeveloping the Cannery site, enhancing public parking, and enhancing amenities (such as parks and wireless internet access).” In successful and active downtowns, parking is limited and must be balanced appropriately with buildings and surrounding uses that generate activity. It is the amenities and walkability of Old Town that draws people to it. If Old Town had too much parking the expanse of paving would remove buildings and amenities detracting from the active vibrant environment that draws people to it. Therefore it is important to maximize available space allocated to parking and to strategically place parking so it is close to destinations but does not detract from the fabric of





buildings and active areas. The Railroad Parking Lot meets these objectives and is an excellent location for the following reasons:

1. The area is isolated and separated from the Old Town core by the railroad and from the Old Cannery Area by Washington Street. Therefore building on it does not interrupt the fabric of pedestrian-scale buildings and storefronts located in Old Town or the developing Old Cannery area.
2. Although segregated from Old Town, the parking lot is at the same time close and walkable to various destinations of Old Town and the Cannery.
3. The property is part of railroad right-of-way and cannot be used for a building.

Given that the location is already being used for parking and is an excellent location to serve the Sherwood Community Center and Old Town, maximizing the amount of parking there is desirable. Not maximizing the space would be a lost opportunity and would create pressure to develop parking elsewhere and potentially placing it in areas that are not as desirable or where it detracts more from the pedestrian and active nature of Old Town.

Not providing for two-way traffic through the parking lot is also not desirable as one-way traffic would need to exit onto City streets to drive long distances through a circuitous route to reenter the parking lot, creating additional and unnecessary congestion.

*Approval Criteria: The City shall approve, approve with conditions, or deny an application for a Class A Variance based on the following criteria:*

- a. The proposed variance will not be materially detrimental to the purposes of this Code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;*

**Response:** The applicant simply requests a variance to dimensional standards required for the parking lot. The area is currently used for parking and the proposal would upgrade the lot with paving and lighting. A reduction in the dimensional standards is not detrimental to the purpose of the Code since the parking lot would still function adequately. Upgrading the parking lot with paving and lighting will benefit surrounding properties by improving aesthetics, reducing noise, and providing modern lighting that reduces light trespass.

- b. A hardship to development exists which is peculiar to the lot size or shape, topography, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);*

**Response:** The hardship arises from the width of the available area to install paved parking. A land survey was performed that shows that only 61 to 62 feet between the south property line and the fence line between the railroad tracks and the property. The creation of the property dates back to 1885 when the Smocks, the City's founders, donated the property to the Portland and Willamette Valley Railway for completion of a narrow gauge line between Portland and Dundee through Sherwood that opened in 1887. With completion of the railroad, Smocks created the City's first plat north of the tracks, "Smockville", in 1889 and the City developed around the railroad depot. The decision on the donation of the land in 1885 for railroad operations happened before cars or zoning laws and was therefore totally out of the control of the applicant.



- c. *The use proposed will be the same as permitted under this title and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;*

**Response:** As stated above, the property was donated by the Smock's in 1885 to the railroad. It is maintained as railroad right-of-way by the Union Pacific Railroad who leases it to Portland and Western Railroad. The site is therefore not a legal lot of record but is part of the railroad property. The property was leased to the City of Sherwood and has been used for parking for many years. The railroad has witnessed very limited use in recent years and passenger service has not been run on the line in many years. Therefore the use of the property related to railroad use is very limited given the low demand. The property is therefore limited to being used for parking as the only reasonable economic use. Not granting the variance will limit the amount of parking and reduce its reasonable economic value and the community desire to upgrade it.

- d. *Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;*

**Response:** The site is a flat cleared gravel parking lot. There are no sensitive areas on or near the site. The upgrading of the existing parking area to paved and marked spaces will improve traffic flow and provide safer access to and from Main and Washington Streets. The proposal has no impact on parks as it will not remove open space as all areas of the proposal are already dedicated to parking.

- e. *The hardship is not self-imposed; and*

**Response:** As stated previously, the formation of the property goes back to 1885 when the land was donated by the Smocks for the railroad and depot. The property layout was done to accommodate the train station which was a narrow and long building described by the Sherwood Historical Society as the width of a one car garage and four times as long. The establishment of the site was done before the common use of the automobile and before Sherwood (then Smockville) was incorporated in 1893. The City did not adopt a Comprehensive Plan until 1980, almost 90 years after the site was created. Decisions that were made were based on the technology of the time and were made well before the applicant had any control over the outcome or any zoning laws that would have governed the size of the lot and allowance for space needed for a modern parking lot.

- f. *The variance requested is the minimum variance that would alleviate the hardship.*

**Response:** There is not enough room to provide the required landscaping and full-size spaces and drive aisle. The applicant has chosen to reduce the planting area and provide enough room along the south property line to provide a buffer and screen for headlights. The stall depth was chosen to be reduced from 20 to 17 feet and to keep a full width drive aisle. This decision was made since people parking in the lot with a smaller striped space will tend to pull forward into the space and leave the drive aisle clear. In the applicant's experience the required 20-foot deep spaces are exceptionally large as most vehicles are not over 17 feet long. Given the limitations that are out of the applicant's control, the proposed is the minimum necessary to alleviate the hardship.



## **Chapter 16.90 – Site Planning**

### **16.90.020(D) – (Site Plan Review) Required Findings**

*No site plan approval shall be granted unless each of the following is found:*

1. *The proposed development meets applicable zoning district standards and design standards in Division II, and all provisions of Divisions V, VI, VIII and IX.*

**Response:** The proposal meets the standards as stated in Section IV of this report.

2. *The proposed development can be adequately served by services conforming to the Community Development Plan, including but not limited to water, sanitary facilities, storm water, solid waste, parks and open space, public safety, electric power, and communications.*

**Response:** The streets and utility improvements were recently constructed within the Cannery Square PUD to support development of the Community Center including sanitary sewer, water, stormwater and private utilities. The proposed parking lot only needs electrical and stormwater. Electrical service is available in Washington Street and additional capacity is provided within the water quality treatment swale built to the west and rear of the propose Community Center. The stormwater from the parking lot will connect to a catch basin in Washington Street and drain to the treatment swale in compliance with Clean Water Service regulations.

3. *Covenants, agreements, and other specific documents are adequate, in the City's determination, to assure an acceptable method of ownership, management, and maintenance of structures, landscaping, and other on-site features.*

**Response:** The improvements proposed will be maintained entirely by the Urban Renewal Agency and the City.

4. *The proposed development preserves significant natural features to the maximum extent feasible, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive lands), scenic views, and topographical features, and conforms to the applicable provisions of Division VIII of this Code and Chapter 5 of the Community Development Code.*

**Response:** The site is a flat gravel lot next to the railroad tracks with no landscaping. No sensitive areas have been identified. Two trees exist along the south property line of the site on the adjacent property. A tree report has been provided regarding these two trees. A large parking lot island is proposed adjacent to the chestnut tree along the south property line for tree protection. No views will be impacted by the upgrading of on-grade surface parking lot. No rock outcropping or other topographic features exist on the site. The proposal conforms with Division VIII – Environmental Resources as stated in Section IV of this report.

A tree report was previously provided for the Cannery Square PUD and trees indicated to remain will remain (see attached updated tree report, Attachment 6). The Community Center will involve the remodeling of the existing industrial building and will not expand the footprint or height of the building and therefore will not have any impact on existing views. The remodeling of the building and grounds will improve aesthetics and views. No sensitive areas exist on the site.



5. *For a proposed site plan in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.*

**Response:** Does not apply. The proposal is within the Old Town Overlay District.

6. *For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant shall provide adequate information, such as a traffic impact analysis or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate for impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.*

**Response:** The applicant submitted a Traffic Impact Study prepared by DKS Associates dated January 2009 with the Cannery Square PUD application (PUD 09-01). Condition E.12 of the Notice of Decision dated March 2, 2010 states the following in regards to traffic mitigation:

*“Any detailed final development plan approval for any structure in Phase I (West Building, South Building, East Building, West Residential Building, or East Residential Building) shall be coordinated and approved by the City Engineer to ensure that the traffic mitigation measures are assigned appropriately for each building phase. The traffic mitigation measures for all structures in Phase I are[...].”*

This proposal is for the Community Center Phase (formally the Machine Works Phase) and does not include the West Building, South Building, East Building, West Residential Building, or East Residential Building.

7. *The proposed commercial, multi-family, institutional or mixed-use development is oriented to the pedestrian and bicycle, and to existing and planned transit facilities. Urban design standards shall include the following:*
  - a. *Primary, front entrances shall be located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.*

**Response:** A front façade consisting of brick, awnings, entrances and large amounts of glazing is proposed for the north and east. The brick façade continues around to the west and south facades for a dimension of four feet to complete the corners. The main building entrance faces north to the paseo and to Old Town beyond. It is oriented to be visible from the majority of the parking spaces in the area. It is defined by large brick pilasters and a metal canopy. The retail entrances are located along Pine Street and are defined by a covered entry way and canopies. The retail entries are oriented to be visible from the approach to the building from Pine Street and from the Plaza. Entrances will face Pine Street, the primary pedestrian street, and a large paseo. The rear of the building will face west toward Washington Street, buffered from residential areas by a planted water quality facility. A secondary entrance is proposed from Columbia Street on the south side of the building. The design is purposeful so the activity and main entrances face north and east away from residences and toward the commercially active areas within the Cannery Square PUD.



- b. *Buildings shall be located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.*

**Response:** The building is at the street right-of-way of Pine Street and Columbia Street in compliance with this section.

- c. *The architecture of buildings shall be oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding shall be prohibited. Street facing elevations shall have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain shall be installed unless other architectural elements are provided for similar protection, such as an arcade.*

**Response:** Large expanses of storefront window glazing is proposed at the main pedestrian entrances along the paseo and Pine Street. Divisions are proposed in the brick façade including a parapet cap, capped walls, recesses in the brick, a solid base, brick, pilasters and columns. Metal and canvas canopies are proposed that provide rain shelter all projecting at least 3-foot 11-inches from the exterior wall. Aluminum, vinyl and T-111 siding is not proposed. Further, the proposal was designed in compliance with the Old Cannery Area standards and Cannery Square PUD Architectural Pattern Book.



## **IV. RESPONSE TO APPLICABLE CODE STANDARDS**

### **Chapter 16.12– Residential Land Use Districts**

#### **16.12.020 – Allowed Residential Land Uses**

**Response:** The Railroad Parking Lot site is zoned Medium Density Residential High (MDRH). The parking lot is associated parking for the Community Center which is in the Retail Commercial (RC) zone. Since Community Centers are also a conditional use in the MDRH zone where the parking is located the parking is therefore a conditional use.

#### **16.12.030 - Residential Land Use Development Standards**

**Response:** The property is 14,944 square feet and has a minimum width of 61 feet and minimum depth of 225 feet exceeding the minimum lot dimensional standards of 5,000 square feet, 50-foot width and 80-foot depth (see Legal Description, Attachment 10). No buildings are proposed, therefore setbacks do not apply.

### **Chapter 16.28 – Retail Commercial (RC)**

#### **16.28.030– Conditional Uses**

**Response:** Community centers are a conditional use in the RC zone. The applicant requests approval of a conditional use permit.

#### **16.28.050– Dimensional Standards**

**Response:** No setbacks are required. The property is part of the Cannery Square Subdivision approved with the Cannery Square PUD preliminary development plan. The subdivision was recorded in December of 2011.

### **Chapter 16.92 – Landscaping**

#### **16.92.010– Landscaping Plan**

*All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan which meets the standards of this Chapter. All areas not occupied by structures, paved roadways, walkways, or patios shall be landscaped or maintained according to an approved site plan. Maintenance of existing non-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.*

**Response:** A landscaping plan has been submitted with the application and is contained within the plan set submitted with this application. With the exception of the building pad that will be reserved for construction of the West Building that is not proposed with this application, all pervious areas will be landscaped in accordance with the submitted plans.

#### **16.92.020– Landscaping Materials**

*A. Varieties*





*Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter.*

**Response:** A combination of trees, shrubs and groundcover is proposed in all areas to be landscaped in compliance with this section (see L sheets contained within the Plan Set).

*B. Establishment of Healthy Growth and Size*

*Required landscaping materials shall be established and maintained in a healthy condition and of a size sufficient to meet the intent of the approved landscaping plan. Specifications shall be submitted showing that adequate preparation of the topsoil and subsoil will be undertaken.*

**Response:** Plants have been selected to grow to fully cover the landscaping islands with ground cover and shrubs without overgrowth. Planting notes are provided on the landscaping plans, L sheets within the Plan Set.

*C. Non-Vegetative Features*

*Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas. Impervious paving shall not be counted as landscaping. Artificial plants are prohibited in any required landscaped area.*

**Response:** All required landscaping is proposed to be planted with trees, ground cover and shrubs. Hardscaping is also proposed including the paseo.

*D. Existing Vegetation*

*All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans per Section 16.92.020 shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Review Authority, in addition to complying with the provisions of Section 16.142.060, and Chapter 16.144.*

**Response:** A large planter area is proposed along the south property line of the Railroad Parking Lot to protect an existing chestnut tree. No existing trees are proposed to be removed.

**16.92.030– Landscaping Standards**

A. *Perimeter Screening and Buffering.* A minimum six (6) foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen shall be required along property lines separating single and two-family uses from multi-family uses, and along property lines separating residential zones from commercial or industrial uses. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only so as to preserve wildlife mobility. In addition, plants and other landscaping features may be required by the Review Authority in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.

**Response:** A 6-foot tall, 2-sided cedar fence, trees and shrubs are proposed along the south property line separating the parking lot from residential areas.

*B. Parking and Loading Areas.*



1. *Total Landscaped Area. A minimum of ten percent (10%) of the lot area used for the display or parking of vehicles shall be landscaped in accordance with this Chapter. In addition, all areas not covered by buildings, required parking, and/or circulation drives shall be landscaped with plants native to the Pacific Northwest in accordance with this Chapter.*

**Response:** The proposal exceeds the minimum 10% landscaping requirement. The railroad parking lot is proposed with 17% landscaping, the West Phase/Community Center lot with 23% and the West Phase/Community Center drive-thru alternative has 21% landscaping.

2. *Adjacent to Public Rights-of-Way or Abutting Other Private Property.*
  - a. *A landscaped strip at least ten (10) feet in width shall be provided between rights-of-way and any abutting off-street parking, loading, or vehicle use areas. Landscaping shall include any combination of evergreen hedges, dense vegetation, earth berm, grade, change in grade, wall, bio-swales or fence, forming a permanent year-round screen, except in clear vision areas as per Section 16.58.020*

**Response:** The West Phase/Community Center parking lot abuts Washington Street along the west property line. Landscaping islands are provided separating the parking area from the Washington Street right-of-way and are 10 feet wide meeting this standard. The site abuts the railroad tracks to the north. The buffer is 5 feet wide consistent with the Cannery Square preliminary development plan approval where a 5-foot buffer was proposed between development and the railroad property or right-of-way.

Given the dimensional constraints of the railroad parking lot, a 7-foot wide landscaping buffer is proposed between the Railroad Parking Lot and the Washington Street right-of-way. A variance has been requested to reduce the size of the buffer from 10 feet to 7 feet wide, see Section III of this report. Since the Railroad parking lot is part of the overall railroad property, a buffer is not required between the parking lot and the railroad tracks.

- b. *The access drives to a rear lot (i.e. flag lot) [...].*

**Response:** Does not apply. The proposal does not involve a flag lot.

3. *Perimeter Landscaping. A ten (10) foot wide landscaped strip shall be provided between off-street parking, loading, or vehicular use areas on separate abutting properties or developments. A minimum six (6) foot high sight-obscuring fence or plantings shall also be provided, except where equivalent screening is provided by intervening buildings or structures.*

**Response:** As stated in Section III of this report, a variance is requested to the 10-foot landscaping buffer. The buffer is proposed as 2.5 feet along the south property line. A 6-foot solid wood fence is proposed along the south property line.

4. *Interior Landscaping. A minimum of fifty percent (50%) of required parking area landscaping shall be placed in the interior of the parking area. Landscaped areas shall be distributed so as to divide large expanses of pavement, improve site appearance, improve safety, and delineate pedestrian walkways and traffic lanes. Individual landscaped areas shall be no less than sixty-four (64) square feet in area and shall be provided after every fifteen (15) parking stalls in a row. Storm water bio-swales may be used in lieu of the interior landscaping standard.*

**Response:** Interior landscaping is provided in both parking lots including the drive-thru alternative for the West Phase/Community Center Parking Lot. The interior island percentage is 50% of required in all cases.





The south side of the Railroad Parking lot has 18 consecutive spaces which exceeds the maximum of 15 spaces. This was done to shift and enlarge the landscaping island in order to protect the root zone of a chestnut tree that resides on the neighboring property. This shift and adjustment is allowed without variance under standard #6 below. In addition triangular planting areas were added between parking spaces to allow room for trees to be planted and to provide landscaping breaks between consecutive parking spaces.

5. *Landscaping at Points of Access. When a private access-way intersects a public right-of-way or when a property abuts the intersection of two (2) or more public rights-of-way, landscaping shall be planted and maintained so that minimum sight distances shall be preserved pursuant to Section 16.58.010*

**Response:** Low laying groundcover is provided at all intersections, see L sheets contained within the Plan Set.

6. *Exceptions. For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 and 16.144, the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements. The maximum reduction in required landscaping permitted through this exception process shall be no more than 50%. The resulting landscaping after reduction may not be less than five feet in width unless otherwise permitted by the underlying zone. Exceptions to required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.*

**Response:** In the Railroad Parking Lot, the interior landscaping island was enlarged and shifted to protect the root zone of an existing chestnut tree located on adjacent property. This results in 18 consecutive parking spaces along the south property line and exceeds the maximum 15 consecutive spaces required in standard #4 above, but allowed under this standard in order to protect the tree. As stated previously triangular planters are proposed that will allow a tree to be planted as part of the narrowed landscaping buffer, and to provide some landscaping breaks within consecutive spaces

- C. *Visual Corridors. Except as allowed by subsection 6 above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map, Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142. Properties within the Old Town Overlay are exempt from this standard.*

**Response:** Does not apply. The property is within the Old Town Overlay.

## **Chapter 16.94 – Off-Street Parking and Loading**

### **16.94.010– Generally**

#### **A. Off-Street Parking Required**

*No site shall be used for the parking of vehicles until plans are approved providing for off-street parking and loading space as required by this Code. Any change in uses or structures that reduces the current off-street parking and loading spaces provided on site, or that increases the need for off-street parking or loading requirements shall be unlawful and a violation of this Code, unless additional off-street parking or loading areas are provided in accordance with Section 16.94.020, or unless a variance from the minimum or maximum parking standards is approved in accordance with Chapter 16.84 Variances.*

**Response:** Noted by the Applicant



*B. Deferral of Improvements[...]*

**Response:** Noted by the Applicant.

*C. Joint Use*

*Two (2) or more uses or, structures on multiple parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.*

**Response:** The applicant does not request that the City approve this project under this provision as adequate parking is being provided as shown in response to Section 16.94.020 below. However, the applicant finds that many of the uses will overlap allowing for shared parking. Retail spaces are likely to see peak use during the day when the Community Center is not anticipated to be at its peak use. Peak use of the Community Center will occur in the evening during theater events. If a restaurant occupies the Community Center tenant space, its peak use is likely during the evening, however, the majority of patrons will likely be going out to dinner before attending a theater event at the Community Center and making a combined trip.

The West Phase parking lot will be shared between the Sherwood Community Center and the future West Phase Building (building details to be provided with a future site plan review application). Providing for adequate parking and shared parking for the West Phase will be part of the future final development plan and site plan review for the West Phase Building. The West Phase square footage as been provided in the minimum parking calculation has addressed on the Parking Exhibit (see Attachment 7).

*D. Multiple/Mixed Uses*

*When several uses occupy a single structure or parcel of land, the total requirements for off-street parking and loading shall be the sum of the requirements of the several uses computed separately, with a reduction of up to 25% to account for cross-patronage of adjacent businesses or services. If the applicant can demonstrate that the peak parking demands for the combined uses are less than 25% (i.e., the uses operate on different days or at different times of the day), the total requirements may be reduced accordingly.*

**Response:** The applicant does not request that the City approve this proposal under this provision, however, for reasons stated in "C" above the applicant believes that shared uses and cross-patronage will occur. In other words, the applicant does not propose to reduce minimum parking requirements as allowed under this section.

*E. Prohibited Uses*

*Required parking, loading and maneuvering areas shall not be used for long-term storage or sale of vehicles or other materials, and shall not be rented, leased or assigned to any person or organization not using or occupying the building or use served.*

**Response:** Not proposed or anticipated to occur.

*F. Location*

*1. Residential off-street parking spaces shall be located on the same lot as the residential use.*



2. *For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within 500 feet of the use. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.*
3. *Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible. All new development shall include preferential spaces for car pool and van pools, if business employs 20 employees or more. Existing development may redevelop portions of designated parking areas for multi-modal facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other applicable standards, including minimum space standards.*

**Response:** On-street parking within the Cannery Square PUD was used in calculating required parking under standard 16.94.020 below. Parking located farther than 500 feet from the entrance to the Community Center building or on-street parking outside the bounds of the PUD was not counted towards required parking. The 500-foot distance is shown on the parking exhibit (see Attachment 7).

#### *G. Marking*

*All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.*

**Response:** Parking and loading will be marked as shown on the plans contained within the Plan Set submitted with this application.

#### *H. Surface and Drainage*

1. *All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.*
2. *Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.*

**Response:** Asphalt pavement is proposed for all parking areas. Stormwater will be treated in the existing swale located between Washington Street and the west side (rear) of the Community Center building. The swale has capacity to treat runoff from all proposed parking and impervious surfaces as shown in the preliminary stormwater report (Attachment 11).

#### *I. Repairs*

*Parking and loading areas shall be kept clean and in good repair. Breaks in paved surfaces shall be repaired. Broken or splintered wheel stops shall be replaced. Painted parking space boundaries and directional symbols shall be maintained in a readable condition.*

**Response:** Noted by the applicant.

#### *J. Parking and Loading Plan*



*An off-street parking and loading plan, drawn to scale, shall accompany requests for building permits or site plan approvals, except for single and two-family dwellings, and manufactured homes on residential lots. The plan shall show but not be limited to:*

1. *Delineation of individual parking and loading spaces and dimensions.*
2. *Circulation areas necessary to serve parking and loading spaces.*
3. *Location of accesses to streets, alleys and properties to be served, and any curb cuts.*
4. *Landscaping as required by Chapter 16.92*
5. *Grading and drainage facilities.*
6. *Signing and bumper guard specifications.*
7. *Bicycle parking facilities as specified in Section 16.94.020.C.*
8. *Parking lots more than three (3) acres in size shall provide street-like features along major driveways including curbs, sidewalks, and street trees or planting strips.*

**Response:** Information is provided within the Plan Set submitted with this application.

#### **16.94.020 – Off-Street Parking Standards**

A. *Generally [...] Minimum and Maximum Parking Standards*

**Response:** The parking requirements for the proposal are outlined in the attached parking exhibit (see Attachment 7). Minimum required parking is provided in the table below.

<b>Required Minimum Parking</b>		
	<b>Spaces</b>	<b>Ratio</b>
Community Center	78	400 seats at 0.3 spaces per seat at 65%
Community Center Tenant	10 / 36*	3,678 SF at (4.1 spaces per 1,000 SF for retail / 15.3 for restaurant) at 65%
West Phase	10	3,750 SF at 4.1 spaces per 1,000 SF for retail at 65%
<b>Total Required</b>	<b>98 / 124</b>	

\*The calculation in the above table is based on the 3,678 square foot Community Center tenant space being occupied by either general retail at 4.1 spaces per 1,000 square feet or a restaurant at 15.3 spaces per 1,000. These requirements are calculated at 65% of standard as allowed in the Old Cannery Area (Section 16.162.070.C).

Parking provided is shown in the following table:

<b>Parking Provided</b>	
West Phase Lot	23 / 29*
RR Parking Lot	41
Columbia Street East	17
Columbia Street West	29
Washington Street	6
Pine Street	12
<b>Total</b>	<b>128 / 134</b>



\*The calculation in the above table is based on the West Phase/Community Center parking lot being constructed with the drive-thru option (23 spaces) or without the drive-thru option (29 spaces).

As evidenced by the attached parking exhibit (Attachment 7) and the above tables, parking provided exceeds required minimums even with the most restrictive assumptions.

Maximum parking based on ratios contained in the Minimum and Maximum Parking Standards Table of this Section is between 188 and 230 parking spaces and is not exceeded by this proposal.

#### *B. Miscellaneous Standards*

##### *1. Dimensions*

*For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five percent (25%) of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.*

**Response:** All stalls within the project will be 90-degree head in spaces. Given the dimensional constraints of the Railroad Parking Lot property, the applicant has requested a variance to the parking stall width and depth, see Section III of this report for variance request. Stalls within the Railroad Parking Lot are proposed as 8-foot 11-inches in width by 17 feet in depth. The drive aisle will be the required 23-foot width as shown in Appendix G of the SZCDC.

The West Phase/Community Center Parking Lot is proposed with 9-foot wide by 18-foot deep stalls. This is in compliance with the PUD preliminary development plan approval, Condition E.7 PUD (Ordinance 2010-0004, PUD 09-01, approved in March 2010) that allows 50% of the PUD parking to be 9X18 "modified" compact spaces. The preliminary PUD showed modified compact in this location with full size 9X20 in other phases of the PUD.

#### *C. Layout*

*Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in Appendix G.*

**Response:** The applicant requests a variance to the minimum stall width and depth to allow for 8-foot 11-inch wide by 17-foot deep spaces (see Section III of this report regarding variance request). The proposal maximizes available space while allowing for sufficient width for vehicle turning and maneuvering. All spaces are accessed by a drive aisle. According to "The Dimensions of Parking Fourth Edition" issued by the Urban Land Institute, standard-size spaces should be design for a vehicle which is 6-foot 7-inches wide by 17 feet long. The proposed spaces will accommodate this design vehicle.

As stated above, the West Phase/Community Center Parking Lot will comply with the PUD approval that allowed 9X18 foot parking stalls.

##### *2. Wheel Stops*

*Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of*



*the parking stall as shown in Appendix G. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water run off.*

**Response:** All spaces will have wheel stops. To allow room for planting trees within the dimensional-constrained Railroad Parking Lot, tree well triangles are proposed. These triangles will extend along shared parking lot striping and extend into the spaces acting as a shared wheel stop where located. Eight of these triangular planters/shared wheel stops are proposed within the Railroad Parking Lot.

3. *Service Drives*

*Service drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers, and shall have minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection.*

**Response:** A service drive is not proposed.

4. *Credit for On-Street Parking*

a. *On-Street Parking Credit. The amount of off-street parking required shall be reduced by one off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards. The following constitutes an on-street parking space:*

- (1) Parallel parking, each 24 feet of uninterrupted curb;*
- (2) 45/60 degree diagonal, each with 10 feet of curb;*
- (3) 90 degree (perpendicular) parking, each with 8 feet of curb;*
- (4) Curb space must be connected to the lot which contains the use;*
- (5) Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;*
- (6) On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.*

**Response:** On-street parking was added with the public streets constructed within the Cannery Square PUD. Theses spaces were approved as required parking for developments within the Cannery Square PUD. Therefore these spaces were counted towards required parking for this proposal as shown on the attached parking exhibit (Attachment 7).

5. *Reduction in Required Parking Spaces[...]*

**Response:** Not proposed.

C. *Bicycle Parking Facilities*

1. *Location and Design. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one building entrance (e.g., no farther away than the closest parking space). Bike parking may be located inside the main building or protected or otherwise covered near the main entrance. If the first two options are unavailable, a separate shelter provided on-site is appropriate as long as it is coordinated with other street furniture such as benches, street lights, planters and other pedestrian amenities. Bicycle parking in the Old Town Overlay District can be located on the sidewalk*





*within the right-of-way. A standard inverted "U shaped" design is appropriate. Alternative, creative designs are strongly encouraged.*

2. *Visibility and Security. Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.*
3. *Options for Storage. Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.*
4. *Lighting. Bicycle parking shall be least as well lit as vehicle parking for security.*
5. *Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.*
6. *Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards*

**Response:** Minimum bike parking for community services is 2 spaces, or 1 per 20 auto spaces, whichever is greater. The maximum amount of parking proposed is 134 requiring 7 bike spaces. Four, 2-bike racks are proposed for a total of 8 spaces, exceeding this standard. These spaces are proposed under the building canopy at the northeastern area of the building near the Community Center entrance. These spaces are situated to be convenient, secure and well lighted.

#### **16.94.030 – Off-Street Loading Standards**

##### *A. Minimum Standards*

1. *A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.*

**Response:** The area along the south edge of the West Phase/Community Center parking lot will act as the passenger pickup and drop off area.

2. *The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet. Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:*
  - a. *20,000 to 50,000 sq. ft. - 500 sq. ft.*
  - b. *50,000 sq. ft. or more - 750 sq. ft.*

**Response:** A 10-foot wide loading area is provided at the rear of the Community Center Building between the water quality facility and the west side of the building. A 10 foot by 25 foot loading area is provided in the parking lot for the West Phase Building shown for both the drive-thru option and non drive-thru option.

##### *B. Separation of Areas*

*Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.*



**Response:** Proposed loading areas will not interfere with off-street loading spaces were not counted toward minimum required parking.

## **Chapter 16.98 – On-Site Storage**

### **16.98.040 – Outdoor Sales and Merchandise Display**

#### *A. Sales Permitted*

*Outdoor sales and merchandise display activities shall be permitted when such activities are deemed by the Commission to be a customary and integral part of a permitted commercial or industrial use. Outdoor sales and merchandise display will be reviewed as conditional uses in accordance with Chapter 16.82.*

#### *B. Standards*

- 1. Outdoor sales and merchandise display areas shall be kept free of debris. Merchandise shall be stacked or arranged, or within a display structure. Display structures shall be secured and stable.*
- 2. Outdoor sales and merchandise display shall not be located within required yard, building, or landscape setbacks, except where there is intervening right-of-way of a width equal to or greater than the required setback; and shall not interfere with on-site or off-site pedestrian or vehicular circulation.*
- 3. Outdoor retail sales and merchandise display areas for vehicles, boats, manufactured homes, farm equipment, and other similar uses shall be paved with asphalt surfacing, crushed rock, or other dust-free materials.*
- 4. Additional standards may apply to outdoor sales and merchandise display in NC zones, as per Section 16.24.050*

**Response:** Not proposed. However, outdoor seating for food and drink tenants, and temporary outdoor sales associated with Saturday market or City events will occur along the proposed paseo.

## **Chapter 16.142 – Parks and Open Spaces**

### **16.142.080 – Trees on Private Property Subject to Certain Land Use Applications**

**Response:** For the Sherwood Cannery PUD, all trees greater than five inches in diameter at breast height (DBH) that are within the PUD were inventoried by size and species and shown on the tree protection plan submitted with the PUD. The 6-acre PUD only contained 10 trees. A tree report was prepared by Lango Hansen Landscape Architects dated July 31, 2009 (see Attachment 5). None of these trees are impacted by the proposal and the findings of the original report are not affected.

The Railroad Parking Lot is not located within the PUD. Two trees exist on neighboring property and the drip lines of these trees extend into the site. An updated tree report was prepared by Lango Hansen Landscape Architects dated November 2, 2011. One tree will not be impacted by the proposal, the other tree will be protected by limiting grading around the drip line and installing a large planter island.

## **Chapter 16.146 – Noise**

**Response:** High levels of noise beyond what is expected in an urban area is not anticipated. Therefore, the proposed use will be within required standards and there will be no adverse impacts.





### **Chapter 16.148 – Vibrations**

**Response:** High levels of vibration beyond what is expected in an urban area is not anticipated. Therefore, the proposed use will be within required standards and there will be no adverse impacts.

### **Chapter 16.150 – Air Quality**

**Response:** High levels of pollution beyond what is expected in an urban area is not anticipated. Therefore, the proposed use will be within required standards and there will be no adverse impacts.

### **Chapter 16.152 – Odors**

**Response:** High levels or unusual odors are not anticipated.

### **Chapter 16.154 – Heat and Glare**

*Except for exterior lighting, all otherwise permitted commercial, industrial, and institutional uses shall conduct any operations producing excessive heat or glare entirely within enclosed buildings. Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential uses.*

**Response:** A site lighting photometric plan has been prepared and is contained within the Plan Set submitted with this application.

### **Chapter 16.156 – Energy Conservation**

#### **16.156.020 - Standards**

- A. *Building Orientation - The maximum number of buildings feasible shall receive sunlight sufficient for using solar energy systems for space, water or industrial process heating or cooling. Buildings and vegetation shall be sited with respect to each other and the topography of the site so that unobstructed sunlight reaches the south wall of the greatest possible number of buildings between the hours of 9:00 AM and 3:00 PM, Pacific Standard Time on December 21st.*
- B. *Wind - The cooling effects of prevailing summer breezes and shading vegetation shall be accounted for in site design. The extent solar access to adjacent sites is not impaired vegetation shall be used to moderate prevailing winter wind on the site.*

**Response:** Both the Community Center Building and future West Phase Building will have exposure to the south and west for winter solar heat gain. Spacing between the West Phase and Community Center Building is provided to allow sunlight to reach the west and south end of the West Phase Building located to the north of the Community Center Building. Prevailing summer winds are from the north to northwest. The location of the paseo between the two buildings will allow for winds to pass through the paseo and buildings taking advantage of the summer breezes and cooling effect.



## **Chapter 16.162 – Old Town (OT) Overlay District**

### **Chapter 16.162.070 – Community Design**

*Standards relating to off-street parking and loading, environmental resources, landscaping, historic resources, access and egress, signs, parks and open space, on-site storage, and site design as per Divisions V, VIII and this Division shall apply, in addition to the Old Town design standards below:*

#### **A. Off-Street Parking**

*For all property and uses within the "Smockville Area" of the Old Town Overlay District off-street parking is not required. For all property and uses within the "Old Cannery Area" of the Old Town Overlay District, requirements for off-street automobile parking shall be no more than sixty-five percent (65%) of that normally required by Section 16.94.020. Shared or joint use parking agreements may be approved, subject to the standards of Section 16.94.010.*

**Response:** The Community Center Building and West Phase are located within the Old Cannery Area. The 65% of standard is used in calculating minimum required parking (see Section 16.94.020 above).

#### **D. Off-Street Loading**

- 1. Off-street loading spaces for commercial uses in the "Old Cannery Area" may be shared and aggregated in one or several locations in a single block, provided that the minimum area of all loading spaces in a block, when taken together, shall not be less than sixty-five percent (65%) of the minimum standard that is otherwise required by Section 16.94.030B.*
- 2. For all property and uses within the "Smockville Area" of the Old Town Overlay District, off-street loading is not required.*

**Response:** A 10 foot by 25 foot loading area is provided form the West Phase building and a 10-foot wide loading area is provided behind the Community Center Building.

- E. Signs** - *In addition to signs otherwise permitted for home occupations, as per Section 16.42.010, one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation.*

**Response:** Does not apply.

- F. Non-conforming Uses** - *When a nonconforming lot, use, or structure within the OT overlay zone has been designated a landmark as per Chapter 16.166, or when a nonconforming lot within the OT overlay zone is vacant, and the proposed change will, in the City's determination, be fully consistent with the goals and standards of the OT overlay zone and other City guidelines to preserve, restore, and enhance historic resources, nonconforming use restrictions contained in Chapter 16.48 may be waived by the Commission.*

**Response:** Does not apply

- G. Downtown Street Standards** - *All streets shall conform to the Downtown Street Standards in the City of Sherwood Transportation System Plan and Downtown Streetscape Master Plan, and as hereafter amended. Streetscape improvements shall conform to the Construction Standards and Specifications, and as hereafter amended.*



**Response:** All streets where recently reconstructed with the Cannery Square PUD and meet the standards of this section.

H. *Color - The color of all exterior materials shall be earth tone. A color palette shall be submitted and reviewed as part of the land use application review process and approved by the hearing authority*

**Response:** A color study is submitted with this application demonstrating compliance with this requirement.

### **Chapter 16.162.080 – Standards for All Commercial, Institutional and Mixed-Use Structures in the Old Cannery Area**

*The standards in this section apply to development of all new principal commercial, institutional and mixed-use structures in the "Old Cannery Area" of the Old Town Overlay District. These standards also apply to exterior alterations in this zone, when the exterior alteration requires full compliance with the requirements of applicable building codes.*

B. *Reinforce the Corner. The purpose of this standard is to emphasize the corners of buildings at public street intersections as special places with high levels of pedestrian activity and visual interest. On structures with at least two frontages on the corner where two city walkways meet, the building must comply with at least two of these options.*

*Option 1: The primary structures on corner lots at the property lines must be at or within 6 feet of both street lot lines. Where a site has more than one corner, this requirement must be met on only one corner.*

*Option 2: The highest point of the building's street-facing elevations at a location must be within 25 feet of the corner.*

*Option 3: The location of a main building entrance must be on a street-facing wall and either at the corner, or within 25 feet of the corner.*

*Option 4: There is no on-site parking or access drives within 40 feet of the corner.*

*Option 5: Buildings shall incorporate a recessed entrance(s) or open foyer(s), a minimum of 3 feet in depth to provide architectural variation to the facade. Such entrance(s) shall be a minimum of ten percent (10%) of the ground-floor linear street frontage.*

**Response:** As stated in the Architectural Pattern Book approved as part of the Cannery Square PUD, the Community Center (formerly Machine Works) will be designed to reinforce the northeast corner of the building, facing the plaza. Although not technically on an intersection, this corner is a key corner for the Plaza or proposed paseo and this corner meets 3 of the 5 options above.

C. *Main Entrance. The purpose of this standard is to locate and design building entrances that are safe, accessible from the street, and have weather protection.*

1. *Location of main entrance. The main entrance of the principal structure must face a public street (or, where there is more than one street lot line, may face the corner). For residential developments these are the following exceptions:*

a. *For buildings that have more than one main entrance, only one entrance must meet this requirement.*



*b. Entrances that face a shared landscaped courtyard are exempt from this requirement.*

- 2. Front porch design requirement. There must be a front porch at the main entrance to residential portions of a mixed-use development, if the main entrance faces a street. If the porch projects out from the building it must have a roof. If the roof of a required porch is developed as a deck or balcony it may be flat, otherwise it must be articulated and pitched. If the main entrance is to a single dwelling unit, the covered area provided by the porch must be at least six (6) feet wide and six (6) feet deep. If the main entrance is to a porch that provides the entrance to two or more dwelling units, the covered area provided by the porch must be at least 9 feet wide and 8 feet deep. No part of any porch may project into the public right-of-way or public utility easements, but may project into a side yard consistent with Section 16.60.040*

**Response:** As stated in the Architectural Pattern Book approved as part of the Cannery Square PUD, the Community Center (formerly Machine Works) will not comply precisely with this standard. The existing grading around this building is such that entrances to the building will not be able to face the SW Pine Street. This building will reinforce the Northeast corner and provide a main retail tenant entry within 25-feet of the corner. The main Sherwood Community Center entry faces the paseo and is 83 feet west of Pine Street.

- E. Exterior Finish Materials. The purpose of this standard is to encourage high quality materials that are complementary to the traditional materials used in Old Town.*
- 1. Plain or painted concrete block, plain concrete, corrugated metal, full-sheet plywood, fiberboard or sheet pressboard (i.e. T-111), vinyl and aluminum siding, and synthetic stucco (i.e. DryVit and stucco board), are not allowed as exterior finish material, except as secondary finishes if they cover no more than ten percent (10%) of a surface area of each facade and are not visible from the public right-of-way. Natural building materials are preferred, such as clapboard, cedar shake, brick, and stone. Composite boards manufactured from wood in combination with other products, such as hardboard or fiber cement board (i.e. HardiPlank) may be used when the board product is less than six (6) inches wide. Foundation materials may be plain concrete or block when the foundation material does not extend for more than an average of three (3) feet above the finished grade level adjacent to the foundation wall.*
  - 2. Where there is an exterior alteration to an existing building, the exterior finish materials on the portion of the building being altered or added must visually match the appearance of those on the existing building. However, if the exterior finishes and materials on the existing building do not meet the standards of subsection F.1 above, any material that meets the standards of subsection F.1 may be used.*

**Response:** The Community Center building will generally comply with this standard. The north and east elevations will be clad with brick to evoke the overall character of the area. The brick will extend for 4 feet from the building corners on the south and west elevations to complete the corners of the building. Because the south and west elevations are not as visible from Pine Street, from the Plaza, and from Old Town, the remaining portions of the south and west elevations will be existing concrete walls, painted with a color complimentary to the new brick cladding. This building is an adaptive reuse of an existing concrete structure. Re-cladding the entire structure is not economically feasible or appropriate. The existing concrete walls can be treated such that they fit well within the character of Old Town and the Cannery Development.

- F. Roof-Mounted Equipment. The purpose of this standard is to minimize the visual impact of roof-mounted equipment. All roof-mounted equipment, including satellite dishes and other communications equipment, must be screened using one of the methods listed below. Solar heating panels are exempt from this standard.*



1. *A parapet as tall as the tallest part of the equipment.*
2. *A screen around the equipment that is as tall as the tallest part of the equipment.*
3. *The equipment is set back from the street-facing perimeters of the building 3 feet for each foot of height of the equipment. On corner lots with two street facing areas, all equipment shall be centered.*

**Response:** Screened ground equipment is proposed at the rear (West end) of the building. The screening will complement the existing fencing at the water treatment area to provide a consistent 90% opaque screen element.

- G. Ground Floor Windows. The purpose of this standard is to encourage interesting and active ground floor uses where activities within buildings have a positive connection to pedestrians in Old Town. All exterior walls on the ground level which face a street lot line, sidewalk, plaza or other public open space or right-of-way must meet the following standards:*
1. *Windows must be at least fifty percent (50%) of the length and twenty-five percent (25%) of the total ground-level wall area. Ground-level wall areas include all exterior wall areas up to nine (9) feet above the finished grade. This requirement does not apply to the walls of residential units or to parking structures when set back at least five (5) feet and landscaped to at least the Section 16.92.030C standard.*
  2. *Required window areas must be either windows that allow views into working areas or lobbies, pedestrian entrances, or display windows set into the wall. The bottom of the windows must be no more than four (4) feet above the adjacent exterior grade.*

**Response:** As stated in the Architectural Pattern Book approved with the Cannery Square PUD, the Community Center (formerly Machine Works) will not fully comply with the standards listed above. This building is an adaptive reuse of an existing concrete structure; the existing grade differences between the floor and the adjacent street may be greater than 4 feet. The north and east elevations meet the percentage of glazing requirements. The south and west elevations face a parking lot and the loading and mechanical areas for the building so they do not have a large amount of glazing.

- H. Distinct Ground Floor. The purpose of this standard is to emphasize the traditional development pattern in Old Town where the ground floor of buildings is clearly defined. This standard applies to buildings that have any floor area in non-residential uses. The ground level of the primary structure must be visually distinct from upper stories. This separation may be provided by one or more of the following:*
1. *A cornice above the ground level.*
  2. *An arcade.*
  3. *Changes in material or texture; or*
  4. *A row of clerestory windows on the building's street-facing elevation.*

**Response:** As stated in the Architectural Pattern Book submitted with the Cannery Square PUD, this requirement only applies to multi-story structures and does not apply to this proposal.

1. *Roof. The purpose of this standard is to encourage traditional roof forms consistent with existing development patterns in Old Town. Roofs should have significant pitch, or if flat, be designed with a cornice or parapet. Buildings must have either:*



**Response:** As stated in the Architectural Pattern Book submitted with the Cannery Square PUD, this building will not comply with the standards listed above. This building is an adaptive reuse of an existing structure. The existing roof structure will be repaired as necessary but not re-built to be in compliance with this Paragraph. New brick parapets with parapet caps will be provided at the areas of the building that will receive new brick cladding.

## **V. CONCLUSION**

This applicant narrative and attachments demonstrate compliance with City approval criteria and code. The applicant respectfully requests approval.

